

**From:** Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>  
**Sent:** Thursday, January 10, 2019 1:52 PM  
**To:** DACs, ACT Test Coordinators, High School Principals  
**Subject:** WI Statewide ACT Assessments Update - Jan. 10

Dear educators,

Please read below for important information about deadlines related to statewide ACT and WorkKeys testing.

### **DEADLINE TOMORROW, JAN 11 Submit ACT Accommodations and English Learner Supports in TAA**

- Submit ACT accommodations through the Test Accessibility and Accommodations System ([TAA](#)) by Friday, January 11. This is a firm deadline.
- Log into TAA to view decisions on accommodations requests. If a request is not approved, you can submit again for reconsideration through January 25. If you are unsure about what documentation to submit for reconsideration, contact the ACT Accommodations team at 800-553-6244 x1788 or [actstateaccoms@act.org](mailto:actstateaccoms@act.org).
- After reviewing decisions in TAA, if accommodations requests are not approved, please contact Jennifer Bell with the DPI Office of Student Assessment ([jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov)) as soon as possible.
- [Late consideration](#) of accommodations will be permitted through February 15 **only** for students who: (1) transfer to your school after January 11 (2) are newly classified as grade 11 after January 11, (3) have a sudden onset of a medical emergency after January 11, or (4) have been newly evaluated and diagnosed with a disability and started on new accommodations after January 11.

### **DEADLINE TOMORROW, JAN 11 Order Materials for WorkKeys Accommodations and English Learner Supports in PAnext**

- For WorkKeys, no TAA submissions are needed.
- To receive accommodated WorkKeys materials, Test Coordinators must adjust the number of accommodated formats needed in PAnext (SetUp>Organizations>Test Administration>Edit Enrollment Counts).
- Accommodated materials must be ordered not only for alternative formats, but also for extended time. Any accommodations use accommodated materials.
- Detailed instructions can be found on pp. 13-14 in the [PearsonAccessNext User Guide for WorkKeys](#).
- Refer to the [WorkKeys Accessibility Guide](#) for a list of available supports.

### **Verify Student Data in PearsonAccessNext Jan 14-17**

- Tomorrow, Jan 11, DPI will load student names from WISEdata into PAnext for both ACT and WorkKeys.
- During the week of Jan 14 -17, please verify that student information is correct.
- Barcode labels will be shipped only for students who are in PAnext at the end of the day on Jan 17. After Jan 17, schools can add new students, but they will not receive barcodes and schools will need to follow the instructions in the test administration manuals on how to prepare an answer document without a barcode.
- To verify student data in PAnext,
  - Go to SetUp>Organizations>Test Administration>Edit Enrollment Counts and check to be sure numbers are accurate. Do this for both ACT and WorkKeys.

- Note: ACT accommodated materials counts will change over the next couple of weeks as ACT applies TAA Pin numbers to PAnext for approved accommodations. For now, you want to be sure your total number is accurate and all student names are loaded.
- If there are inaccuracies or there are changes to enrollment after the data load, you can add students:
  - Follow the Enroll/Unenroll process found on p. 17 of the [PearsonAccessNext User Guide for the ACT](#).
  - Follow the Enroll/Unenroll process found on p. 12 of the [PearsonAccessNext User Guide for WorkKeys](#).

## Practice Environment for Aspire

An Infrastructure Trial provides an opportunity to review your device, network, and staff readiness, perform all setup and readiness tasks, and deliver an example test that mirrors a live testing event, but without using live student data. Infrastructure Trial setup is available to schools upon request. Contact ACT Aspire to participate: (855) 730-0400.

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

### ACT Help Desk

General: 800-553-6244, ext. 2800; [statetesting@act.org](mailto:statetesting@act.org)  
 Accommodations: 800-553-6244, ext. 1788; [actstateaccoms@act.org](mailto:actstateaccoms@act.org)  
 Aspire: 855-730-0400  
<http://www.act.org/stateanddistrict/wisconsin>

### General Information and Policies

Jennifer Bell  
 608-267-7268  
[jennifer.bell@dpi.wi.gov](mailto:jennifer.bell@dpi.wi.gov)  
<https://dpi.wi.gov/assessment/act>

### Student Data

Phil Cranley  
 608-266-9798  
[philip.cranley@dpi.wi.gov](mailto:philip.cranley@dpi.wi.gov)

### Choice Program and Test Security Issues

Duane Dorn  
 608-267-1069  
[duane.dorn@dpi.wi.gov](mailto:duane.dorn@dpi.wi.gov)

*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*